

15 July 1970

MEMORANDUM FOR: Chief, Benefits and Services Division
SUBJECT : Annual Report - Fiscal Year 1970

1. Although there has been a shift in the proportion of PCS travelers to TDY travelers, the overall workload throughout the Branch has changed very little since the last annual report. A few additional responsibilities have been acquired.

2. On 1 July 1969, reimbursement by the Branch of entrance-on-duty travel expenses of clerical employees was inaugurated. Approval was granted to utilize the same procedure which had proven so successful in reimbursing Invitees, i.e. cash payment for authorized travel expenses from the imprest fund. This procedure results in immediate reimbursement any day after EOD.

3. In August 1969 the Branch was charged with responsibility for interviewing PCS returnees with respect to their language proficiency and, when appropriate, arranging for their testing by the Office of Training.

4. In June of this year the Branch became the central point at which travelers would be advised of the pitfalls and penalties of drug traffic overseas.

5. The Branch is now also required to bring to the travelers attention any local holidays which might fall in his path.

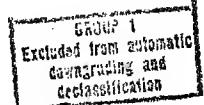
6. Attached is a statistical summary comparing the volume of business with prior years.

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Chief, Central Processing Branch

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Approved For Release 2001/09/03 : CIA-RDP79-00235A000100030016-1

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